

SUPERIOR COURT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

☐ **BANNING** 155 E. Hays, Banning, CA 92220
☐ **BLYTHE** 265 North Broadway, Blythe, CA 92225
☐ **HEMET** 880 N. State St., Hemet, CA 92543
☐ **INDIO** 46-200 Oasis St., Indio, CA 92201

☐ **MURRIETA** 30755-D Auld Road, Murrieta, CA 92563
☐ **RIVERSIDE** 4050 Main St., Riverside, CA 92501
☐ **RIVERSIDE** 4175 Main St., Riverside, CA 92501
☐ **TEMECULA** 41002 County Center Dr., #100, Temecula, CA 92591

INSTRUCTIONS FOR COMPLETING PROOF OF SERVICE

1. The Proof of Service must be completed by someone over the age of 18 and not a party to the action. This person cannot be listed on the Plaintiff/Defendant claim.
2. The Proof of Service must be TYPED or completed in BLACK INK. All information must be printed neatly and legibly. Do not erase or cross out information.
3. The completed proof must be returned to the Court NO LESS THAN 5 DAYS PRIOR TO THE COURT DATE.
4. A SEPARATE PROOF MUST BE SUBMITTED FOR EACH PARTY BEING SERVED.
For example, if you have two parties on your claim and both have been served, you will need to complete and submit two separate proofs, one for each party.
5. The court needs to know WHO was served, WHERE they were served, WHEN they were served and WHAT DOCUMENT was served. This is the purpose of the Proof of Service, and must be completed by the person serving the document. Please see example on the reverse of this paper.
6. If the party has not been served or the Court does not have positive proof that the party was served, the Court will not be able to hear your case on the hearing date set. You will need to re-set your hearing date. The party must then be served with the claim with the new hearing date.
7. Service of the claim and order on defendant shall be completed at least 10 days before the hearing date if the defendant resides within the county in which the action is filed, or at least 15 days before the hearing date if the defendant resides outside the county in which the action is filed.

* * * IF YOU SHOULD HAVE ANY QUESTIONS AS TO WHO CAN BE SERVED * * *
AND HOW SERVICE CAN BE MADE, YOU SHOULD CONTACT THE SMALL CLAIMS ADVISOR AT
1-800-244-8898.